UNITED NATIONS

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Secretariat

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8 October 1991

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF THE INITIAL CLASSIFICATION OF GENERAL SERVICE POSTS AND MAINTENANCE OF CLASSIFICATION AT ADDIS ABABA

1. By administrative instruction ST/AI/356 of 4 May 1989, staff were informed of the policy and procedures for the implementation of the initial General Service classification exercise at Addis Ababa, based on the approved standards and grading structure. Staff were informed that the classification results, approved on behalf of the Assistant Secretary-General for Human Resources Management, had been forwarded to the Executive Secretary of the Economic Commission for Africa (ECA), for notification regarding individual posts.

2. Subsequently, staff were informed by ECA information circular No. 45 of the establishment of the ECA Classification Review Committee by the Executive Secretary of ECA. The terms of reference of the Committee were to review the results of the initial classification review of posts in the General Service at Addis Ababa, focusing on perceived grade discrepancies and inconsistencies, inter alia, between posts in the same occupational group.

3. The Classification Review Committee forwarded its comments and recommendations to the Assistant Secretary-General for Human Resources Management through the Executive Secretary of ECA in December 1990. A detailed review of all additional information provided by the Committee in its report, as well as all supporting documentation, was conducted to ensure that the classification results reflected the alignment of posts as at 1 January 1988, the effective date of implementation.

4. It is emphasized that the purpose of the classification exercise has been to establish the correct level for each post by application of the standards and benchmarks developed and promulgated for Addis Ababa. Following further review by the Classification Review Committee and the Office of Human Resources Management, the classification levels of all posts have been finalized. Staff and supervisors will be notified of the results shortly. Classification notices previously issued are hereby cancelled.

5. The results of the initial classification exercise will be implemented with effect from 1 January 1988, according to the procedures for implementation set out in annex I to administrative instruction ST/AI/356. Any change in functions that may have occurred after that date will be reviewed in the context of the maintenance of the classification system.

6. The Executive Secretary of ECA will have the authority, in the context of the maintenance of the classification system following the initial exercise, for the classification of posts in the General Service category at the G-1 to G-5 levels. The staff will be notified of the appropriate modalities shortly. Classification decisions for posts at the G-6 and G-7 levels will remain the responsibility of the Assistant Secretary-General for the Office of Human Resources Management.

7. Requests for classification or reclassification of posts may be submitted in the following cases:

(a) Where a post is newly established;

(b) Where a post becomes vacant;

(c) Where the duties and responsibilities of a post have changed substantially as a result of restructuring within an office;

(d) Where the duties and responsibilities of a post have changed substantially as a result of changes in the programme of work of an office (new programmes, tasks, etc.).

8. In requesting classification of a new post or the reclassification of an established post, the request should contain the following to facilitate an accurate and timely review:

(a) An up-to-date job description for the post in question and information on the job description being replaced, if applicable;

(b) A detailed justification for the revision in grading;

(c) An up-to-date organizational chart showing the placement of the post in question, in the context of all other posts that may be affected by the classification requested;

(d) Specific examples of the activities assigned to the post in question that support the revised functions.

9. If, at the time of the classification, there has been no substantial change in duties and responsibilities of the post, the classification level of the post may be confirmed using form P.270/A.

10. The procedures for appeal in administrative instruction ST/AI/356 are also applicable to appeals against classification decisions after the initial exercise.